

Child, Youth and Family Services Branch

MANAGEMENT BULLETIN		No. 00-803
NUTRITION SERVICES DIVISION		
TO:	All School Nutrition Program Sponsors County Superintendents of Schools Diocesan Superintendents of Schools Summer Food Service Program Sponsors Adult Day Care Food Program Sponsors Child Care Food Program Sponsors*	ISSUE DATE: August 2000
ATTENTION:	Food Service Directors, Food Program Authorized Representatives, Center Directors, Consulting Dietitians, Child Care Food Program Directors, and Food Service Vendors	
FROM:	Education and Training Unit	
SUBJECT:	Crediting Commercially-Prepared (Processed) Food Items in Child Nutrition Programs	
REFERENCE:	USDA FNS APB: CNP 99-10	

This Management Bulletin transmits information from the United States Department of Agriculture (USDA) providing clarification on the criteria for crediting commercially-prepared products which do not have a Child Nutrition (CN) label.

A sponsor or provider may claim reimbursement for meals that meet the minimum quantities of all components as specified in the USDA meal pattern requirements and/or nutrient analysis requirements. Records must be maintained to document compliance with these minimum requirements. This documentation is required for all types of meal service including meals that are prepared on site, vended from another sponsor, or purchased from a restaurant or commercial food service company.

These records must include the following:

Child and Adult Care Food Program:

?? Sponsors/providers using a commercially-prepared product that does not have a CN label must obtain a product specification sheet signed by an official of the manufacturer (not a salesperson). At a minimum, the product specification sheet must state the amount of cooked meat or meat alternate, grain/bread, and/or fruit or vegetable per serving. Please see Attachment I for definitions of product specifications and CN labels. Attachment II provides a sample product specification sheet.

National School Lunch, School Breakfast, and Summer Food Service Program Sponsors:

?? Sponsors who follow USDA or SHAPE California Nutrient Standard Menu Planning or Assisted Nutrient Standard Menu Planning do not need to obtain a CN label or a product specification sheet for commercially-prepared products. Instead, these sponsors must obtain a Nutrition Facts label or a nutrient analysis from the manufacturer. Please see Attachment III for a sample Nutrition Facts label.

?? Sponsors who follow USDA Traditional Food Based Menu Planning or Enhanced Food Based Menu Planning must obtain a Nutrition Facts label or a nutrient analysis and a CN label or product specification sheet from the manufacturer.

Attachment IV provides information on the labeling requirements for each of the Child Nutrition Programs. *Just the Facts...Nutrition Information and Product Specification Requirements for Child Nutrition Programs* is a guide that provides information and forms for obtaining product specifications and nutrient analyses from food manufacturers. If you would like a copy of this guide, please fax a request with your name, agency, mailing address, and telephone number to our office at (916) 323-4311.

Child Care Food Program sponsors who need further information may contact Kelley Knapp, Child Nutrition Consultant, at (916) 445-6774 or kknapp@cde.ca.gov. School Nutrition Program sponsors may contact Cindy Schneider, Child Nutrition Consultant, at (916) 322-1566 or cschneid@cde.ca.gov. Summer Food Service Program and Adult Day Care Food Program sponsors may contact Kathy Mackey, Child Nutrition Consultant, at (916) 324-0578 or kmackey@cde.ca.gov. All sponsors may leave a message at (800) 952-5609.

Marilyn Briggs, Director
Nutrition Services Division
Assistant Superintendent of Public Instruction

Kathy B. Lewis
Deputy Superintendent
Child, Youth, and Family Services Branch

Attachments

**Day Care Home Sponsors: file in your Day Care Home Nutrition Resource Handbook.*

The U.S. Department of Agriculture (USDA) and the California Department of Education's Nutrition Services Division (NSD) prohibit discrimination in all their programs and activities on the basis of race, color, national origin, gender, religion, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). The USDA and the NSD are equal opportunity providers and employers.